



Chinese American International School

seeks a

Chinese Language Substitute Teacher

(part-time, non-exempt position)

www.cais.org

The School

The Chinese American International School (CAIS) is an independent, PreK-8th grade school in San Francisco, CA. CAIS was founded in 1981 with an enrollment of just ten students; CAIS now enrolls nearly 500 students from PreK through 8th grade. CAIS's commitment to dual language and dual culture education, international mindedness and diversity of every sort has remained at the core of our vision and educational program. We are proud of our leading role in preparing culturally sensitive, globally literate young people with a high level of proficiency in Chinese for the world that awaits them.

The Position

Substitute Teacher/Teaching Associate. We are looking to fill multiple Substitute openings which are part-time (on-call, as needed) positions. We are looking for both English and Chinese speaking Substitutes, for grades K through 5th grade, who are interested in stepping in as a Teaching Associate or Teacher on an as needed basis.

Main areas of focus and responsibility:

- Provide essential learning support to aid in students' Chinese language development
- Follow Teacher's lesson plans to ensure students are continuing with grade appropriate curriculum.
- Assist Teaching Associates in the classroom, while they are taking on the Teacher role, during Teacher's absence --OR- Take on the Teacher role, with the Teaching Associate assisting in the classroom, during the Teacher's absence.
- Demonstrate teaching competence, an affirming attitude toward the school, a willingness to accept positive criticism, and a professional demeanor and integrity.
- Support the educational program by challenging, supporting and engaging students and meeting academic expectations of the school, discipline, and grade.

- Supervise children in the classroom, on the playground, and during lunch.
- Create a positive classroom community in which all children feel respected and valued.
- Encompass a positive discipline approach in guiding student behavior.
- Encourage interest in and knowledge of Chinese culture.
- Communicate effectively with teachers and students.
- For Chinese Speaking Substitute Only: Use only Chinese language with students. Exceptions are safety, behavior or emotional issues occurring with a child who is not understanding the Chinese teacher instructions.

Qualification:

- Bachelor's Degree (in education or related field) or 2+ years of teaching experience
- Experience in education
- Excellent interpersonal and communication skills
- Experience working in and with diverse communities
- Commitment to school mission, policies and initiatives
- Technical/Computer skills as required for job performance
- Initial and continued tuberculosis clearance & background clearance by DOJ and FBI

Valued but not required qualifications:

- Bilingual: Fluent in both English and Mandarin with native or near native Mandarin proficiency
- CPR and First Aid Certification
- Experience teaching in diverse communities

To Apply

Email your resume to lower_school_jobs@cais.org with subject line please indicate "Chinese Language Substitute Teacher/TA." Please no calls. We will contact you if we feel your experience and skills are a potential fit for the position.

Learn More

Visit CAIS's website www.cais.org and see below for "School Profile"

The School

CAIS's Mission

心怀中华
精益求精
立足世界

Embrace Chinese
Become your best self
Create your place in the world

History

The Chinese American International School (CAIS) is an independent, not-for-profit school that has a unique history with deep and firm philosophical roots. CAIS was founded by a small group of visionary leaders and educators in 1981 as the first school in the United States dedicated to Chinese-English dual language immersion and a deep understanding of Chinese culture. From an enrollment of just ten students in its inaugural year, CAIS now enrolls over 520 students from pre-kindergarten through grade eight. For the three-plus decades since its founding, CAIS's commitment to dual language and dual culture education, international mindedness and diversity of every sort has remained at the core of its vision and educational program. Time has borne out the importance of our founders' vision; today leaders from all sectors of society point to the growing importance of Chinese language and culture and of the values that have characterized CAIS from its inception. We are proud of our leading role in preparing culturally sensitive, globally literate young people with a high level of proficiency in Chinese for the world that awaits them.

CAIS Today

This is an exciting time at CAIS. Based on the collaborative input of a broad group of school stakeholders, we have developed a long-term strategic vision. The strategic vision follows the development of a revitalized statement of mission, and includes a multi-year dual language immersion curriculum project; an array of China focused international exchange, study and travel opportunities. The CAIS board of trustees is deeply engaged in development and facilities planning work to support the emerging educational goals of the strategic vision. In fall of 2013, CAIS signed a long term lease on a facility with approximately 30 thousand square feet of program space. In 2015, CAIS middle school will move from its current location on the fourth floor of our main campus to the new site. This will also open program space on the main campus for new program initiatives. We are a school on the move.

Educational Program

CAIS is divided into three school divisions; early childhood (pre-K), lower school (K -5th grade) and middle school (6th-8th grade). From pre-K through 5th grade, CAIS students spend half of the day in an immersion setting with a native Chinese speaking teacher and other half with an English

speaking teacher. The core subjects of math, social studies and language arts are taught in both languages. Additionally, there are specialist teachers in science, music, art and PE. CAIS makes an effort to offer a combination of English and Chinese instruction in special classes, with a particular emphasis on Chinese art and music. The lower school has a well developed social emotional learning (SEL) curriculum in both Chinese and English.

In middle school (grades 6-8), students study their core classes of English language arts, social studies, science and math in English, in addition to classes in language arts and social studies taught in Chinese. As in the lower grades, CAIS makes an effort to offer a combination of English and Chinese instruction in special classes. Middle school teaching and learning are served by a 1:1 iPad program. The middle school offers a well developed outdoor education program each year. There is an auxiliary program that offers a wide variety of after school and summer co-curricular programs in both Chinese and English. In grades five and eight, CAIS students have the opportunity to take part in exchange and travel programs in Taiwan and Mainland China. In grade seven, all students spend three weeks studying in China and living with local host families as part of the required educational program. Also beginning in grade five, there are opportunities to participate in interscholastic sports.

Students

CAIS students come from a wide variety of ethnic, cultural, national, linguistic and family backgrounds. This reflects the school's commitment to inclusion which is supported by a generous tuition assistance program. The common link shared by CAIS students is that their families have deliberately chosen a school committed to a Chinese-English dual language immersion program and a deep understanding of Chinese culture. Our teachers frequently remark that one of the top reasons they enjoy working at CAIS is the support and involvement of our families in their children's education.

Faculty and Staff

CAIS has an international faculty that is roughly half native English speaking and half native Chinese speaking. They come from all over the US and Greater China and share a commitment to the mission of the school. They must demonstrate a sincere commitment and sensitivity to working in an environment where cross cultural issues permeate the daily life of the school. Faculty and staff members are expected to play active roles in the collaborative planning and implementation of school initiatives. Each CAIS teacher in the early childhood and lower school programs is supported by a full-time, dedicated teaching associate. Administrative support for faculty consists of a Head of School, a whole school director of Chinese language and culture programming, a curriculum coordinator, and division directors for the early childhood and lower school programs. Other support for faculty includes a student services team (counseling, learning and Chinese language support), an educational technology coordination team (English and

Chinese) teaching specialists in science, music, art, PE and technology and a director of auxiliary (ie, afterschool and co-curricular) Programs.

Campus

CAIS is located in the heart of San Francisco in the thriving and centrally located Hayes Valley neighborhood that is served by bus, streetcar, and subway. We share our 150 Oak Street campus, which includes a gymnasium and three playgrounds, with the French American International School. In 2009 CAIS opened the Alice A. Carnes Center, an early childhood facility on a separate site in Hayes Valley just a short walk from the main campus. Beginning with the 2015-2016 school year, CAIS Middle School moves to its new home a few blocks away at the 888 Campus on Turk Street, a state-of-the-art facility with three times the space the division had at the main campus. Middle School students will enjoy larger classrooms furnished to flexibly accommodate a variety of teaching and learning styles, a Makers Space, Learning Center, Performing Arts Room, two science labs, and 7,000 sq. ft. of dedicated outdoor space.

CAIS by Numbers

Founded: 1981

Grades: Pre-Kindergarten through eighth grade

Enrollment: 525

Full-time, lead classroom teachers: 37

Student to full-time teacher ratio: 14-1

Operating budget: \$17,500,000

Annual fundraising: \$1,782,000

Tuition: \$25,800

Tuition Assistance: \$1,360,000